

## Computer and Internet Acceptable Use Policy

1. The Internet is a valuable tool. All use of the Internet should lie in accord with the objectives of the Red Hook Public Library to serve as a center for reliable information and to provide opportunity and encouragement for people to educate themselves continuously.
2. **SAM (Smart Access Manager)** allows users equal access time consisting of three non-consecutive thirty-minute sessions. Two back-to-back thirty-minute sessions are permitted if no one is waiting. If all computers are in use, check in at the circulation desk to be added to the waiting list.
3. Patrons may not change the settings on the computer or load or download information onto the computer.
4. **No chat rooms or Webcasts are permitted.** Internet services may be used only for lawful purposes. Use of this service that violates any local, state or federal regulation is prohibited. This includes, but is not limited to, distribution of copyrighted material without proper permission. Any use of the Internet for commercial or non-profit purposes is prohibited, as is product advertisement and political lobbying. Use of the Internet to access obscene or pornographic material, or to transmit material likely to be offensive or objectionable to recipients is prohibited.
5. Patrons may open free private email accounts through Yahoo, Hotmail, or other providers of email service through the Internet. Use of the library's email address to send and receive messages is not permitted.
6. **Patrons may not load outside software onto the library's computers.** To prevent viruses, disks may be purchased for \$1 to save work. The disk will be kept at the library in the patron's name for future use.
7. **Children under the age of sixteen must either use the Internet with a parent or other responsible adult, or have their parent's written permission to use the Internet on their own.** There is material on the Internet that many parents would consider inappropriate for their children. The library cannot take over the parent's responsibility to monitor children's Internet use or any other library materials to see that it conforms to the parent's standards. We recommend that parents tell their children not to give out their names, addresses, age or phone numbers on the Internet.
8. **Use of information accessed by the Internet is at the user's risk.** Many different people add information to the Internet and the Red Hook Public Library denies responsibility for the accuracy or quality of information accessed through the Internet. Patrons must evaluate it for themselves. Patrons will be responsible for any unauthorized charges incurred by their use of the Internet on the library's computers.
9. Some of the library's staff can give basic instruction on how to initiate access to the Internet and do word-processing, but cannot offer continued personal instruction. Patrons are encouraged to attend computer workshops when offered.
10. Copies made from the computer printer cost **20 cents per page.**

**The library reserves the right to terminate services to anyone who, in the opinion of the library, has used the Internet irresponsibly, unlawfully or in violation of the policy explained above.**

***Approved by the Board of Trustees:***

***March 11, 2008***